

SAM – PUBLISHING/PRINTING

CHAPTER 2800 INDEX

This chapter describes the state's Printing and Communication Program, and statutory requirements.

OFFICE OF STATE PUBLISHING (OSP)

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OFFICE OF STATE PUBLISHING (OSP)

OSP PROGRAM SUMMARY, RESOURCES, AND CONTACTS

2800

(Revised 12/2013)

This chapter provides policy for the state's Printing and Communication Program. The Department of General Services, Office of State Publishing ([OSP](#)) provides printing and communication services for California state agencies, universities, the Legislature, the administration, and other public governmental bodies. The OSP offers a variety of products and services which are summarized in section 2820. OSP is located at 344 North 7th Street, Sacramento, CA 95814-0212.

Due to [Management Memo 07-06](#) issued on June 21, 2007, state agencies must now procure printing services through the OSP or through service contracts. Justifications for the contracting out of printing services must be made under the provisions of Government Code [19130](#). Sales tax must be applied and itemized separately on procurement documents per Revenue and Taxation Code [6006](#).

Paid advertisements can now be included in state publications printed by OSP. Paid political advertisements are not acceptable.

For additional information on printing and communication services from OSP, call (916) 322-1031.

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OSP STATUTORY AUTHORITY

2805

(Revised 12/2013)

Enabling Legislation. Govt Code [14612](#), allows OSP to provide printing services to state and other public agencies, including cities, counties, special districts, community college districts, the California State University, the University of California, the agencies of the United States government.

Government Code [14850](#) requires all state printing shall be done at the Office of State Publishing. Government Code Section 14865 requires all printed matter for state agencies shall be prepared at the expense of the requesting agency. Government Code Section [14871](#) requires orders for printing to show that sufficient funds have been encumbered to cover the costs.

Library Distribution Act (LDA) Responsibilities. If the material being printed qualifies for distribution under the LDA, additional copies must be printed and distributed as outlined in Government Code Sections [14901](#) and [14904](#). All printing done by private vendors is subject to the LDA as outlined in Government Code Section [14904](#).

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HOW TO ORDER OSP SERVICES

2810

(Reviewed 12/2013)

Ordering Form. The requisitioning of printing and mailing is initiated by the use of a Printing/Support Service Order form, [STD. 67](#). Facsimile or Internet transmissions are acceptable. The reverse side of STD. 67 provides instructions on how to complete the form. The STD 67 must have the name or signature of the person authorizing the expenditure. Effective February 11, 2010, no work will be initiated, no documents will be reviewed, and no contracts will be approved by the Department of General Services (DGS) that would result in the expenditure of funds unless the certification by the Agency's Secretary or Department's Director, or their designees, that the purchase is vital and mission critical for the agency or department making the purchase. For additional information, call (916) 322-1031.

Estimates. Upon request, [OSP](#) will provide cost estimates based upon the information available for budgeting or other purposes. Firm prices will be made only when all information and specifications are complete, or materials for printing or reproduction have been examined. All estimates and firm prices are valid for thirty calendar days. OSP is subject to yearly rate changes.

Scheduling. The Printing Operations Unit will assist in working out non-standard schedules that are reasonable and attainable. Dependent upon material and labor resources available, a satisfactory solution or alternative may be worked out.

OSP PRINTING AND COMMUNICATION SERVICES

2820

(Revised 12/2013)

The following describes the printing and communication services that [OSP](#) provides. For additional information, call (916) 322-1031

OSP can print for Federal, State and Local Agencies

Design Services. Assist federal, state and local government organizations in improving communication by combining comprehensive marketing principles, relevant aesthetics and cutting-edge technology. Provides effective designs to objectively develop communication solutions across print, screen and online mediums.

Offset Printing. Produces single and multiple color printing projects including bound publications, loose leaf, brochures, presentation folders, envelopes, posters and single or multipart forms. Bindery services include stitching, perfect binding, cutting, folding, drilling, banding, shrink-wrapping and padding.

Digital Printing. Providing swift turnaround of digital printing services within a secure facility. Services include single and full color printing, variable data publishing, document tracking and reporting, cutting, stitching, perfect binding, folding, shrink-wrapping, drilling, comb binding and tape binding. Electronic ordering of business cards is also available.

Mass Mailing. Provides multiple types of mailing services including full rate 1st class, presorted 1st class, standard presort, parcel mailing, as well as inserting and sorting of letters and flats. CASS, NCOA and presorting services of address lists prior to processing your mail are available. Walk Sequence sorting is available for large mailings. Mass Mail can inkjet your address lists onto labels, envelopes, brochures and newsletters.

Addressing. Mailing lists can be maintained in the Addressing Services database. Addresses can be added, deleted or amended, and address labels can be prepared.

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(Continued)

OSP PRINTING AND COMMUNICATION SERVICES

2820 (Cont. 1)

(Revised 12/2013)

Electronic Prepress Publishing. Provides prepress solutions supporting Mac and Windows operating systems with PDF as the preferred format. Provided services include client consulting, composition, proofreading, fill-able form creation, scanning/color correction, File Transfer Protocol (FTP) site for file uploading, preflighting, cross-media production, PDF linking, page & color correction of hard-copy proofs profiled for G7 color accuracy.

Legislative Printing and Distribution. Legislative bills and publications are printed at OSP and distributed through the Legislative Bill Room located in the basement of the State Capitol. For more information about obtaining copies or purchasing a subscription of Legislative bills and publications, call (916) 445-2323.

Forms Printing. Various sizes of snap out, continuous multipart and roll to roll forms can be prepared using NCR, bond or OCR papers. Forms can also be numbered and perforated.

Interagency Mail Service (Courier Service). Provides interagency mail service and delivery to most state agencies in the Sacramento area. For additional information, call (916) 327-5203.

Print Buying. With a network of over 300 vendors statewide, OSP Printing Procurement Section can purchase printing from commercial printers at the best value for agencies for purchases under \$50,000.

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OSP ADVERTISING SERVICES

2825

(Revised 12/2013)

Contact the OSP Advertising Manager at (916) 327-5867, Danelle Hamilton (danelle.hamilton@dgs.ca.gov) for information regarding the OSP Advertising Program or see SAM Section [0580](#) for additional information.

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CALIFORNIA PRISON INDUSTRY AUTHORITY (CALPIA)

CALPIA PROGRAM SUMMARY (Revised 12/2013)

2850

Printing and reproduction services may also be obtained from [CALPIA](#).

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CALPIA STATUTORY AUTHORITY

2855

(Revised 12/2013)

Penal Code Section [2807](#) authorizes CALPIA to provide printing services to state and local government entities.

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HOW TO ORDER CALPIA SERVICES

2860

(Revised 12/2013)

Printing and reproduction services may be obtained from [CALPIA](#) by submitting a purchase order or Reproduction Order form, STD. 54, to Customer Services, 560 East Natoma Street, Folsom, CA 95630-2200 or by faxing the purchase order to (916) 358-2660. Customers needing information or assistance may call (916) 323-2419.

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CALPIA SERVICES

2865

(Revised 12/2013)

The following describes printing and reproduction services provided by the California Prison Industry Authority ([CALPIA](#)). For additional information call Customer Services at (916) 323-2419.

1. Preparing and planning print jobs.
2. Typesetting for booklets, reports, newsletters, forms, etc.
3. Preparation of camera ready copy for printing or reproduction.
4. Copying and duplication work.
5. Presswork that includes offset printing of forms, envelopes, publications, etc. This includes sheet fed or web fed to a maximum of 18" x 24" finished sheets.
6. Two color printing from mechanical separation or multiple color process printing.
7. All bindery operations such as cutting, folding, stitching, drilling, etc.
8. Special services that include labels mounted on a carrier base produced in rolls or flat fold configuration; screen printed labels, signs, and posters; ticket and script books; inventory tags; decals; OCR forms; bar-coding; and sequential numbering up to 8" x 10" stock.

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STATEWIDE POLICY

UNION LABEL ON PRINTING

2870

(Reviewed 11/2014)

All documents printed in-house by Bargaining Unit 14 members or produced by OSP shall have the Bargaining Unit 14, Printing and Allied Trades, union label displayed.

When individual state agencies or [OSP](#) vends printed material out, state agencies must adhere to the [Public Contract Code](#) when soliciting bids for state printing. This assures that no vendor will be excluded from bidding and winning a state project based on union affiliation or lack thereof. Unionized printing vendors will be required to display the appropriate union label on the printed product.

State agencies are not to add the union label to artwork or include it in electronic files unless the work is going to the agencies own Bargaining Unit 14 in plant operation. OSP will add the union label to artwork prior to printing or the private printer will affix their own union label if the job is awarded to union printers. Private printers that are not unionized are not allowed to use any union label or facsimile thereof.

SAM – PUBLISHING/PRINTING

COPYING AND DUPLICATING LIMITATIONS

2880

(Reviewed 11/2014)

State-owned copying and duplicating equipment will not be used for other than official state business. In accordance with Government Code Section [6253](#) (b), a charge for a copy of a public record is limited to the actual cost of providing the copy, or the prescribed statutory fee, if applicable.